



Down to Earth
TRAINING & SAFETY SKILLS



RTO 32328

ADDRESS LANGUAGE LITERACY & NUMERACY

TAELLN411 – ADDRESS ADULT LANGUAGE, LITERACY AND NUMERACY SKILLS

DURATION 1 day

COURSE OUTLINE

This unit of competency provides trainers with an understanding of LLN issues within Australia in training and assessment practice.

As of late 2014 the unit “Address adult language, literacy and numeracy skills” will become a core unit of the TAE Cert IV qualification TAE40110. The unit describes the skills and knowledge to:

- Demonstrate the core LLN requirements of training
- Access specialist learning support
- Customise training to support the development of core LLN skills

Competency in this unit does not indicate specialist adult LLN practitioner skills. In simple terms, the unit is about being aware of the balance between the LLN demand of the training environment, the LLN requirements of the training program and the LLN skills of the learner.

ASSESSMENT

Both theory and practical assessments will be conducted throughout the course in most cases.

On successful completion participants will receive a statement of attainment.

BENEFITS

- Nationally accredited course
- Cross industry qualification
- Contributes to the PCBU’s due diligence profile
- Maintains compliance with changing criteria of Certificate IV in training and assessment

WHO SHOULD ATTEND

Persons who require to maintain currency with TAE40110.

ADDITIONAL INFORMATION

Participants will also be required to have:

- Access to, and the ability to use a computer to complete electronic assessments
- Internet access to research relevant information/legislation/requirements for workplace assessment
- A sound level of literacy skills to comprehend and complete a range of supporting documents, these may include but are not limited to; Registered Training Organisations policies, procedures and relevant legislation
- Organisational skills to manage their own work task with a timeframe
- Access to a workplace or have experience in a workplace

LEGISLATION / COMPLIANCE

In line with the Australian Skills Quality Authority (ASQA) under the RTO Standards 2015.

PREREQUISITES

There are no prerequisite requirements for individual units of competency however participants would most likely hold some units or qualification within training and assessment if not Certificate IV in Training and Assessment.

RECOGNITION OF PRIOR LEARNING

Individuals who believe they may be competent in this unit of competency can apply for RPL. RPL is available based on relevant work experience, formal training or expertise.

Complete a Recognised Prior Learning Application form and one of our assessors will contact the applicant to discuss evidence requirements.

LOCATION OF TRAINING

Our training centre is located at 12 Little Bramston Street Gladstone. Alternately courses can be booked for any location where appropriate facilities can be provided.

COURSE COSTS

A total fee of \$275 per person which covers all course materials, administration, training facility and catering costs.

BOOKINGS

Visit our web site www.downtoearthresults.com.au and book via the training calendar or alternatively contact us.

PAYMENT METHOD

Payments can be made via direct debit:

Westpac Banking Corporation
Down To Earth Results
Student Course Fees Trust Account
BSB: 034 126 ACC: 307 847

or by VISA/MasterCard.

REFUND POLICY

DTE has a fair and equitable refund policy in place containing guidelines guaranteeing the refund of fees to participants under reasonable circumstances. The management guarantees that DTE has a sound financial position and safeguards participant fees until used for training. Please ask for a copy of the refund policy.

We stand by our training excellence 100% and guarantee our product. Should for some valid reason the training does not meet your expectations we shall provide a full refund.

COMMITMENT

Our facilities and experienced instructors ensure that graduates of our courses leave equipped with the knowledge and skills required for safe work in their chosen field with the breadth and depth of knowledge required for the role. In addition we offer an on-going support service to all course participants including student drop in contact days on a monthly basis.

CONTACT US

Please contact DTE administrator to discuss your needs or queries regarding training and upcoming dates for courses.



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